

QUICKFUND\$ BUDGET FOR INDIVIDUALS-FORM 1B

Applicant Name _____ Date: _____

Fill out the appropriate QuickProject or Professional Development section below:

☐ **QUICKPROJECT:** Expenses for Project or Activity

Artist Fee _____ \$ _____

(Funds needed by the applicant for time to complete a project.)

Supplies/Materials (The Commission cannot fund capital costs such as the purchase of equipment.)

Itemize _____ \$ _____

_____ \$ _____

_____ \$ _____

Fees for Services and Other Expenses(technical, production, consultant, space or equipment rental, shipping)

The Commission cannot fund promotional expenses, such as invitations, refreshments, etc.)

Itemize _____ \$ _____

_____ \$ _____

Travel/Subsistence (Private vehicle @ .35 per mile) Cost allowed for travel beyond a 25-mile radius.

Airfare, car rental, or mileage _____ \$ _____

Meals (not to exceed \$30 per day) _____ \$ _____

Lodging _____ \$ _____

Other _____ \$ _____

TOTAL COST OF PROJECT.....\$ _____

Total Grant Request (up to \$1,000)	\$ _____
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Note: Required cash match ratio **1:3**. For example, if you request \$1,000, the match must be at least \$333.

☐ **PROFESSIONAL DEVELOPMENT:** Reimbursable expenses for applicants to attend workshops, conferences, gatherings, and seminars. Copies of receipts for fees, lodging, and airfare are required for reimbursement.

Fees (Workshop/Conference/Seminar/Conference Materials/etc.)

Itemize _____ \$ _____

_____ \$ _____

_____ \$ _____

Travel/Subsistence (Private vehicle @ .35 per mile) Cost is allowed for travel beyond a 25-mile radius.

Airfare, car rental, or mileage _____ \$ _____

Meals (not to exceed \$30 per day) _____ \$ _____

Lodging _____ \$ _____

Other _____ \$ _____

TOTAL COST OF ACTIVITY.....\$ _____

Total Reimbursement Request (up to \$500)	\$ _____
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Note: Required cash match ratio **1:1**. For example, if you request \$500, the match must be at least \$500.